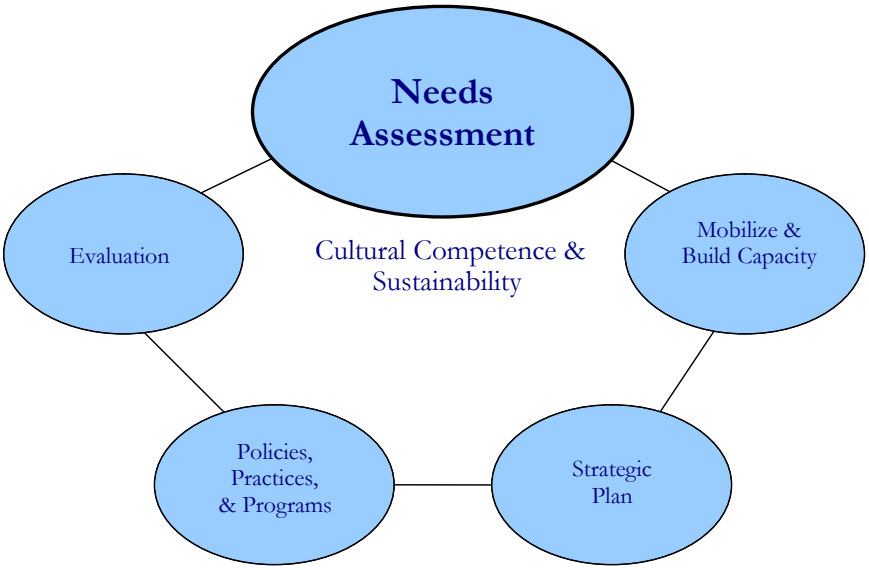
Utah SPF SIG Training Manual
Section 7

SPF SIG Tool Kit



SPF SIG Training Manual
Section 7
SPF SIG Tool Kit

Objective: ✓ To provide tools to aid in additional consequence, consumption and casual factor data collection.

Things you will need for this section:

- ✓ LSAA Epi Profiles (Training Manual Section 4)
- ✓ Identifying Additional Consequence, Consumption and Causal Factor Data (Training Manual Section 5A and/or 5B)
- ✓ Methods for Collecting Additional Data (Training Manual Section 6)

Be sure that you have read Training Manual Sections 1 through 6 prior to proceeding.

Overview of the Tool Kit

This Tool Kit contains the data collection tools referenced in Section 5 and 6 of the SPF SIG Training Manual. You should read these sections thoroughly prior to using them. The tools are focused on collecting and consolidating additional consequence, consumption and causal factor data. Although some of the tools are voluntary, many of the tools contained here will contribute to the plan you submit to the state (all of those in bold). All of the tools have been created to make the data collection and decision making process easier and more manageable. The tools are grouped (and named) according to their main function and numbered within their group, not within this Training Manual section. Some of the forms are document protected, which means they allow you to type in pre-selected areas or select from drop-down boxes only. If you need to make changes to one of these documents, contact Bach Harrison for help. Other documents are likely to require a lot of editing or are not required and therefore are not protected. You can make edits to these documents.

All of the documents that must be completed and submitted to the State as part of your plan are in bold. The remainder are provided to facilitate the process for you but are not required. However, the State may request them (or similar documents you create) to provide back-up data for the plan you submit if additional rational/support is needed. Therefore, be sure that is you do not use these that you keep a similar record of the data you collect. If you do not a feel a particular piece of a required tool would be useful or is appropriate for your community, contact Susannah Burt for permission to skip that information.

In the Tool Kit you will find the following:

- **Priority Focus Tools #1 - #4**
  - **#1: Agency Tracking Form***
  - **#2A: Data Consolidation – ARMVC**
  - **#2B: Data Consolidation – PNMM**
  - **#3: Priority Selection Justification***
  - **#4: Population Selection Justification***

* Protected documents

- Key Informant Interview Tools #1- #5
  - #1: Interview Form
  - #2: Interview Details Tracking Form
  - #3: Interview Data Tracking Form
  - #4: Sample Interview ARMVC Questions
  - #5: Sample Interview PNMM Questions

- Focus Group Tools #1 - #10
  - #1: Flyer
  - #2: Confirmation Letter
  - #3: Participant Tracking Form
  - #4: Focus Group Tracking Form
  - #5: Consent Form
  - #6: Participant Information Form
  - #7: Participant Exit Form
  - #8: Facilitator Form
  - #9: Sample Focus Group ARMVC Questions
  - #10: Sample Focus Group PNMM Questions

- ARMVC Causal Factors Tools #1 - #7
  - **#1: Community Alcohol Retail Availability Summary***
  - **#2: Alcohol Retail Outlets Environmental Scan Planning***
  - #3A: On-Premises Consumption Establishment Observation
  - #3B: Off-Premises Consumption Establishment Observation
  - **#3C: Establishment Observation Summary***
  - **#4: Community Events Summary***
  - #5: General Advertising Environmental Scan
  - **#5B: Environmental Scan Summary***
  - **#6: Criminal Justice/Enforcement Summary***

- **ARMVC Causal Factor Focus Tools #1 (under revision)**
  - This will contain causal factor prioritization tools.

- PNMM Causal Factors Tools #1 - #3
  - **#1: Prescription Drug Availability Summary***
  - **#2: Criminal Justice/Enforcement Summary***
  - **#3: Provider Knowledge Summary***

- **PNMM Causal Factor Focus Tools #1 (under revision)**
  - This will contain causal factor prioritization tools.

* Protected documents